

POLICE SERGEANT

(Promotional Class)

GENERAL STATEMENT OF DUTIES

Supervise the activities of a group of patrolmen, or personally perform difficult and complex clerical work, as assigned, perform specialized police work in the investigation of violations of law and related work as required.

DISTINGUISHING FEATURES OF THE CLASS

Employees of this class supervise and assist in the police work of equal responsibility. Qualified employees of this class MAY be assigned to perform the duties of DESK SERGEANT, or to the Detective Bureau in PLAIN CLOTHES. Assignments are usually made to individual detectives and to specific cases to be followed to conclusion, normally culminating in the preparation of a case of prosecution. Specific assignments are received from Superiors. Work is reviewed by oral or written reports to Superiors or by personal inspection. This class ranks immediately below that of Police Lieutenant.

EXAMPLES OF WORK

(Illustrative only)

Inspect police officers before they go on duty for compliance with departmental regulations;

Make arrests in accordance with law;

Transmit orders to police officers;

Check police officers in the performance of their duties and offer assistance, make suggestions, or give instructions, for better execution of work;

Report any breach of duty or inefficiency to the Superior officer in charge;

Conduct the primary investigation of major traffic accidents or violations;

Make daily reports, as required;

Act as Desk Sergeant performing such duties as receiving telephone calls, assisting Captain in operation of headquarters office, handle prisoners', bonds, fines and valuables;

Perform difficult and complex police clerical work, when and as assigned;

Ascertain information or secure evidence for the arrest of persons alleged to have committed a crime;

Visit specific locations in order to obtain evidence;

Interview suspects, victims, witnesses, and informers to obtain evidence;

Determine the sufficiency of evidence necessary to hold suspects;

Investigate reports of missing persons and property;

Write reports of all activities.

REQUIRED KNOWLEDGES, SKILLS AND ABILITIES

Good knowledge of modern principles and practices of police work;

Good knowledge of laws and ordinances governing police work;

Good knowledge of the geography of the city;

Good judgement;

Ability to instruct and direct subordinates in police work;

Ability to get information over the telephone from excited persons;

Ability to be courteous, yet firm with the public;

Ability and skill in the conducting of investigations;

Good working knowledge of federal and state laws and city ordinances with particular reference to criminal law relating to apprehension, arrest, and prosecution of persons;

Ability to obtain information through interview, interrogation, and observation;

Ability to understand and execute difficult oral and written directions;

Ability to write clear and comprehensive reports;

Ability to drive automobile;

Ability and sound discretion in the use of firearms;

Ability to deal courteously, but firmly with the public;

Ability and willingness to take and give instructions; and keep informed on late methods of police work;

Ability to prepare and maintain records and make reports, as required;

Ability and willingness to get along with others.

QUALIFICATION REQUIREMENTS

Must be a regular and permanent employee in good standing in the CLASS OF POLICE OFFICER FIRST CLASS;

Must be a qualified elector of the State of Louisiana;

Must successfully pass medical examination assuring good health and physical abilities sufficient, in the opinion of the Board, to indicate satisfactory performance of required work, before appointment from employment list;

Must successfully pass Civil Service examination testing aptitude for beginning work in the class.